

Kansas Department of Health and Environment
Health Occupations Credentialing

Process for Scheduling nurse aide and home health aide test

Instructor responsibilities:

1. Ensure that only individuals who have successfully completed the course are on the roster provided to test site after completion of course.
2. Send the roster of names and social security numbers, special accommodation requests of eligible candidates to the testing site (include fee if applicable).
3. Send roster of names, copy of social security card, certification application forms and certification fees to HOC first week of class.
4. Send "Approval to test letter" to students.

Test Provider responsibilities:

1. Educate instructors and coordinators of new process.
2. Ensure test materials and approval to test letter/template are kept in secure area. Follow KDHE guidelines for testing. A breach in security would result in provider being disqualified to offer the test.
3. Ensure that proctor is not an instructor for nurse aide or home health aide class.
4. Offer state test at least once a month; provider may schedule additional test as needed; continue to provide yearly test schedule to HOC.
5. Provide name of contact person, phone number, address, email for test site.
6. Schedule candidates for a test date on a first come, first serve basis; provide approval to test to candidates (reschedules, nursing students, out of state individuals), or instructors (for students taking the nurse aide course). Will also schedule special accommodation.
7. Send answer sheets to University of Kansas to be scored; include memo to request KU email results to test site and HOC. Send list of individuals who tested to HOC.
8. Give HOC at least 2 months notice of discontinuation of testing.

Candidate responsibilities:

1. Have photo ID, social security card, and test fee (if applicable) upon arrival at test site.
2. Have approval to test letter to present to test proctor.
3. Individuals challenging the test (nursing students, individuals from out of state), individuals rescheduling; contact test site to schedule a testing date and time.

KDHE responsibilities:

1. Provide test materials and answer sheets to test provider.
2. Provide approval to schedule to candidates challenging the test based on reciprocity or allied health education; provide approval to schedule to candidates rescheduling.
3. Coordinate between instructor and test provider when necessary.
4. Provide list of test sites to instructors, and individuals challenging, or rescheduling the test.
5. Provide assistance to all parties involved.
6. Provide test approval template to test providers.
7. Educate instructors and coordinators about new process.
8. Mail test results to instructors.

November 4, 2003

Notice to all instructors and coordinators:

Attached is the new process for scheduling the nurse aide and home health aide testing. Listed below are the schools that are now participating in the new process. We hope to have all schools scheduling by the end of the year. Please contact me at (785) 296-1250 if you have questions. Thank you for your continued support and hard work.

Cloud County Community College-Concordia
Flint Hills Community College-Emporia
Hutchinson Community College-Hutchinson
Johnson County Community College-Overland Park/Merriam
Kansas City Kansas Community College-Kansas City
Kansas City Area Technical School-Kansas City
Salina Area Technical School-Salina
Wichita Area Technical School-Wichita
Barton County Community College-Great Bend
Kaw Area Technical School-Topeka
Manhattan Area Technical College-Manhattan
Butler County Community College-El Dorado
Garden City Community College-Garden City
Colby Community College-Colby
Independence Community College-Independence

December: Fort Scott Community College-Fort Scott
Neosho County Community College-Chanute
Pratt Community College-Pratt
Southwest Kansas Technical School-Liberal

January: Allen County Community College-Iola, Burlingame
Cowley County Community College-Arkansas City
Northeast Kansas Technical School-Atchison
Coffeyville Community College-Coffeyville

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